

Kirtland Family Housing Rules and Regulations

GENERAL RULES

Maintenance and Repair. Requests for routine maintenance should be submitted during normal office hours (0730-1700, Monday through Saturday) by telephoning the Management Office. Requests of an emergency nature can be made at any time (day or night, weekends or holidays) by telephoning the same number. There are three categories of service and the anticipated response time for each:

Emergency: Emergency service calls consist of correcting failures in service or facilities that endanger residents or property. Emergency calls will be responded to within thirty minutes and completed ASAP.

Urgent: Urgent service calls consist of correcting failures in service or facilities which do not immediately endanger the residents or threaten damage to the property, but would soon inconvenience or threaten the health or well being of the residents. Urgent calls will be responded to within 2 hours and completed within one (1) working day.

Routine: Routine calls will be responded to within five (5) days and completed within fifteen (15) working days, parts pending.

2. **Cable T.V.:** Basic Cable TV (CATV) outlets are installed in each unit. If you desire service, you must contact the cable provider directly to have service activated.
3. **Subletting:** Residents are not permitted to sublet units.
4. **Painting:** Painting will be performed by Management personnel. In the event you want to touch-up limited areas within your unit, contact the Management office for advice as to the proper color and brand. If painting is necessitated due to negligence (beyond normal wear and tear, such as writing on the walls with a magic marker, etc.), you will be charged accordingly.
5. **Swimming Pools:** Private wading\swimming pools are allowed but cannot be left out over night or unattended except in enclosed back yards.
6. **Hot Tubs\Whirlpools\Spas:** Hot Tubs or Spas are permitted for medical reasons only.
7. **Antennas:** Satellite dishes and antennas will be permitted in accordance with size, safety, and aesthetic restrictions as defined by Management and only with the prior approval of management, such approval not to be unreasonably withheld.

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8. **Appliances:** Your unit comes equipped with a refrigerator, range, dishwasher, garbage disposal, water heater, and furnace. No privately owned appliance or equipment can be installed that will result in the capacity of the utilities system being exceeded. Permission to install privately owned appliances must be obtained from Management in advance. Residents are responsible for the installation, maintenance, and removal of all privately owned appliances.
9. **Alterations:** Physical or structural alterations are not permitted. Carports and porches cannot be enclosed to include latticework, etc.
10. **Petroleum Oil Lubricants Disposal:** POL will not be disposed of in trash containers, storm drains, sinks, commodes, or on the ground. You may not change the oil in your vehicle within the boundaries of the Housing area.
1. **Ceiling Fans:** Permission to install ceiling fans must be obtained in advance from Management and can only be installed at existing ceiling light (fan) junction boxes. No alterations to the unit will be allowed.

Yard Decorations: Seasonal yard decorations such as Christmas ornaments are permitted provided they are in compliance with established Management guidelines. You may contact the Management office for details.

13. **Family Child Care Homes:** Childcare is permitted in licensed day care homes only. You may contact the Management office for details on how to obtain a license.

Home-Based Businesses: Home-based businesses that comply with Kirtland Air Force Base accepted policies and procedures will be allowed within the family housing community.

15. **Housekeeping and Policing of Grounds:** It is the responsibility of each resident to keep his/her individual unit in an appropriate condition and to maintain his/her individual yard (if applicable) free of litter and trash. Each resident will be expected to:

Keep carports, garages, storage spaces, porches, steps, walks, yards, areas around garbage cans, and driveways clean and free of litter.

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Keep interior surfaces of windows and those exterior surfaces that are readily accessible clean.

Keep floors cleaned, waxed, and polished.

Keep stoves, refrigerators, exhaust fans, dishwashers, sinks, tubs, plumbing fixtures, and other household equipment clean.

Keep light fixtures and venetian blinds clean.

16. **Resident Absences:** Residents are responsible for their individual units and grounds during periods of temporary absence. You should notify us and advise as to a point of contact (POC) and/or make arrangements with neighbors to periodically check your unit for fire hazards, broken water lines, and vandalism. You could be responsible for damages resulting from your failure to properly notify us.
7. **Liability for Damage or Loss:** Residents will be held liable for damages to the building structure or equipment resulting from acts of negligence or abuse by any family member, visitor, or guest.
18. **Visitors:** Residents may not allow any other person to reside in their units in excess of 30 days during any 365 day period. Management must be notified of visitors who stay for more than 5 days.
19. **Lease Violations:** Lease violation notices will be issued by Management for such items as excessive noise, littered yards, illegal parking, unauthorized repair of vehicles, and driving on seeded areas. An accumulation of three Lease violation notices could subject you to possible Lease termination proceedings.
20. **Lockouts:** If you are locked out of your residence during normal working hours, you should report to the Management office. If you are locked out after normal business hours, you should contact a professional locksmith for assistance. Tenant will be charged for lock and/or key replacement in the event the damage due to negligence.
21. **Prohibited Conduct:** You and your occupants or guests may not engage in the following activities: behaving in a loud or obnoxious manner; disturbing or threatening the rights, comfort, health, safety, or convenience of others (including our agents and employees) in or near the apartment community; disrupting our business operations; *manufacturing, delivering, possessing with intent to deliver, or otherwise possessing a controlled substance or drug paraphernalia*; engaging in or threatening violence; possessing a weapon prohibited by state law; discharging a firearm in the community; displaying or possessing a gun, knife, or other weapon in the common area in a way that may alarm others; storing anything in closets having gas appliances; tampering with utilities or telecommunications, or bringing hazardous materials into the community.

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22. **Dispute Resolution:** Any resident/landlord dispute will be resolved in accordance with the laws of the State of New Mexico.

MOVING OUT AND TERMINATION PROCEDURES

Your Lease may be terminated under the following conditions:

At retirement or ETS (Estimated Time of Separation).

2. Prior to PCS (Permanent Change of Station) unless orders authorize retention of the unit under the Deferred Travel or Home Base/Advance Assignment Programs.
3. You may no longer be eligible for the unit and your Lease could be terminated if:
 - a. You are in material noncompliance with the terms of the Lease
 - b. No family members continue to reside with you.
 - c. You or other family members engage in repeated misconduct.
 - d. You or other family members repeatedly fail to control pets.
You accumulate three or more Lease violation notices.
4. You may voluntarily terminate your Lease and move from the Kirtland Family Housing at the expiration of any Lease Term or extension. Any such move, however, will be at your expense unless it is determined to be for the convenience of the government, i.e., at retirement or upon PCS.
5. **Pre-Termination Inspections:** Residents must participate in a pre-termination (move-out) inspection approximately seven (7) days prior to moving. You should notify the Management Office to schedule the inspection. A member of the Management staff will participate in the inspection and provide the Resident with a copy of the Checklist for Moving Out (Form HBC-M9) and indicate the items that must be corrected prior to moving out. The final inspection will consist of checking the following:
 - a. All personal property will be removed from the unit prior to the final inspection.
 - b. Bathtubs, sinks, commodes, and bathroom tile must be clean of soap film, dirt, and marks. Drain stoppers must be removed and cleaned. All medicine cabinet surfaces (ledge shelves, shelf holders, mirrors, etc.) must be cleaned.
 - c. Kitchen cabinets must be washed thoroughly. Food particles, grease spots, and watermarks must be removed and surfaces rinsed.

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- d. Ranges and hoods must be cleaned.
 - e. Sinks and countertops will be cleaned and all marks removed (including drain board). Countertops shall be cleaned and dirt buildup must be removed.
 - f. Stoves and cabinets must be cleaned and absent of any food or grease.
 - g. All outside areas of the kitchen fan must be dusted and cleaned.
 - h. Refrigerators will be thoroughly cleaned inside and out, to include all parts, trays, and rubber gaskets. After defrosting and cleaning, refrigerator will be left running with the thermostat set at the lowest setting and the door closed.
 - i. All light fixtures must be wiped clean including globes and shades.
 - j. All walls must be cleaned of all marks, grease spots, fingerprints, food, dust, etc. All hangers and nails in all woodwork or wall surfaces must be removed. If a claw hammer must be used to pull the nail, a block of wood placed between the head of the hammer and the surface from which the nail is to be pulled will prevent wall damage. Cup holders, towel racks, etc, may not be left behind in the unit. Ceilings in kitchen and bathrooms must be clean and free of grease and stains.
 - k. All woodwork must be clean and dry.
 - l. Ledges over doors, windows, closets, cabinets, and door tops must be wiped clean with a damp cloth.
 - m. Remove cobwebs from corners of ceilings, including basements and porches, where applicable.
 - n. All floors must be cleaned, including areas under refrigerators.
 - o. Wall-to-wall carpeting must be cleaned by vacuum.
 - p. Vinyl and wood floors must be cleaned with a damp mop or cloth.
 - q. Closets, including hangers, shelves, and walls will be wiped clean with a damp cloth.
 - r. All accessible windows must be washed inside as well as outside.
 - s. Venetian blinds must be clean and properly hung.
 - t. Basements, garages, storerooms, and furnace rooms must be swept, dusted, and floors damp mopped.
 - u. Exterior windowsills must be brushed and cleaned. Crawl spaces, parking spaces, and carports\garages will be clean and free of grease.
 - v. Yard areas around your unit must be policed and free of litter. Dirt, cobwebs, marking, and nails will be removed from building structures.
 - w. All approved antennas must be removed.
6. **Final Inspection:** The Management will conduct the final inspection in the presence of the resident(s) unless extenuating circumstances prevent the resident from attending. The following must be complete at the Final Inspection:

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- a. All personal property must be out of the unit at the time of the final inspection.
- b. The unit must be ready for occupancy. If maintenance is required for an item(s) that is not considered normal wear and tear, charges will be assessed.
- c. Keys will be turned into Management.

Once the unit has been inspected and charges ascertained (if any), final move-out processing will take place in accordance with management procedures. Monies owed must be brought current prior to departure. A forwarding address must be obtained prior to the resident's final departure so that all necessary documents can be properly forwarded.

Cleaning and Damage Charges where applicable:

Provided you have occupied your unit for **AT LEAST TWELVE (12) MONTHS**, management shall assess **NO CHARGES** against the following:

Painting of Walls
Shampooing of carpets
Cleaning of drapes/blinds

Should you occupy the unit for **LESS THAN TWELVE (12) MONTHS**, a prorated charge will be assessed by management for any of the above listed work required. Proration will be based on the following charges:

	2 Bedroom	3 Bedroom	4 Bedroom
Painting	\$200.00	\$250.00	\$300.00
Shampooing	\$ 75.00	\$100.00	\$125.00
Draperies/Blinds	\$ 60.00	\$ 75.00	\$100.00

Should the unit require only a touch-up paint, the actual cost will be charged.

General cleaning of any kind is **NOT** considered to be a condition of normal wear and tear. Please leave your unit clean.

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NEIGHBORHOOD COOPERATION

Management encourages all residents to cooperate in making this community a safe and enjoyable place in which to live. Full support and consideration in the following areas are requested:

1. **Noise Control\Quiet Hours:** Excessive noise is a common complaint. Many of the residents work night shifts and sleep during the day. Please be considerate:

- a. **Parties:** Many complaints can be avoided by informing your neighbors prior to having a party.
- b. **Excessive Stereo and Television Volume:** Do not assume that your neighbors enjoy the same type of music or television programs that you do. Please keep the volume down. If your neighbor complains that your music is too loud, it may be necessary for you to reduce the volume.

Car Alarms: We understand that you may need alarm devices to protect your car against theft. We ask that when you have the "sensitivity" set, you take into consideration your neighbors. Car alarms should be set so that they are not triggered by the casual passer-by, thunder, lightening, etc. Car alarms are a disturbance to all Residents.

- d. **Creating excessive noise** during times that are commonly accepted as "*quiet*" hours (2200-0600) could be used as a basis for a complaint of disturbing the peace and could result in termination of your Lease for repeated violations. Violations should be reported to the Management Office or to the Police.

2. **Control of Children:**

- a. **Supervision:** Your children should be closely supervised at all times. Children under twelve (12) years of age should never be left alone. Parents are responsible for the actions and proper discipline of their children. Children over the age of twelve may be left alone in quarters or may care for younger children, provided they are able to assume responsibility. This does not relieve parents from the basic responsibility for the actions of their children.
- b. **Playgrounds:** The streets and your neighbors' yards should not be used as a private playground. There are playgrounds in each housing area for you and your children to enjoy.

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3. **Parking:** Residents should park personal vehicles in individual garages, carports, or driveways. Be reasonable and considerate and talk to your neighbors when problems or misunderstandings occur. Parking of recreational vehicles or utility trailers in the housing area is prohibited. Owners of motor vehicles are required by state law and military regulations to maintain liability insurance on their vehicle(s) at all times. To protect vehicles against theft and damage caused by vandalism, severe weather, or hit and run accidents, owners should maintain comprehensive and collision coverage. Insurance coverage must meet or exceed California State Law:
- a. Vehicles will be parked in authorized parking areas and *will not be parked on any grassed area or fire lanes*. This applies during all seasons.
 - b. On-street parking is authorized unless otherwise designated. Vehicles will not impede the normal traffic flow or block fire or emergency lanes. Cars parked on the street must be parked in the proper direction along the curb.
 - c. Repair of vehicles with the exception of tire changes and rotation, replacing the battery, and other similar preventive maintenance measures is discouraged in any housing area.
 - d. Inoperable, unregistered, or unlicensed vehicles parked in any housing area are subject to citation and towing.
 - e. Abandoned vehicles will be towed away with towing cost borne by the owner. An abandoned vehicle is defined as one that is inoperable, left unattended, or one that is unlicensed and/or unregistered.
4. **Recreational Vehicles:** Recreational vehicles are self-propelled or towed vehicles designed to be used for recreational rather than for transportation purposes.
- Towed recreational vehicles, utility trailers, unmounted truck camper bodies, self-propelled RVS and boats will not be parked in any housing area except during weekends or for a 24-hour period before and after use.
- b. Recreational vehicles, boats, utility trailers, motor homes, towed vehicles, etc., will not be parked in the family housing areas except for 24-hour periods for loading and unloading.
 - c. Self propelled recreational vehicles that are used as a primary means of transportation may be parked in housing areas as long as there is space for the

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vehicle and it is indeed used. Vehicles observed in the housing areas that are not moved will be subject to citation.

PET POLICIES

Pets must be kept under control at all times; barking dogs must be controlled so as not to disturb neighbors. Maintaining pets is a privilege, not a right, and is subject to regulation and policy as outlined by the Management to provide for the health and welfare of all individuals. Pet owners who violate these provisions are subject to the forced removal of their pets from the premises or termination of their Lease. **Pet owner responsibilities are as set forth below:**

All dogs and cats must be registered at the management office. Pet owners should bring vaccination certificates and records when reporting for animal registration. Aquarium fish and caged birds are exempt from registration requirements.

2. Residents of family housing are limited to two walking pets per family. Farm type animals (livestock, chickens, ducks, and all animals not considered domestic pets) are not allowed.
3. No exotic animals will be kept in family housing areas. Exotic animals are, generally, foreign or domestic wildlife or unusual wild or dangerous reptiles and birds. Examples of exotic animals are falcons, ferrets, monkeys, raccoons, skunks, snakes, pot bellied pigs, and hybrid wolves.
4. Any dog that has a tendency to attack or molest persons or other animals will be muzzled and kept on a short hand leash when outdoors. Dogs that bite or chase people in an aggressive manner are considered a menace and should be reported to the management. Dogs that are determined to be vicious will be removed from the premises.
5. It is the responsibility of the Management to ensure that pets are controlled in such a manner that they do not become a nuisance or menace. Excessive barking by dogs and their defecating or urinating on playgrounds and lawn areas within fifty feet of any housing area are considered nuisances. The management may apprehend any animal that is suspected of being a nuisance.
6. All dogs being exercised outdoors must be on a leash and accompanied by the owner or a member of the family old enough to control the pet. Pets observed running loose in housing areas will be picked up and impounded. Pet owners who have lost an animal should contact the management immediately. When notified by management or impounded, animal owners are required to claim their pet expeditiously. Stray animals should be reported to management immediately.

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7. Pets, when outside, must be confined to the owner's premises by a cage or fence. Pets will be confined only in the backyard.
8. All dogs and cats must be vaccinated against rabies and receive the distemper combination vaccine upon reaching four months of age and then annually thereafter. All dogs and cats maintained within the community are required to wear a current rabies vaccination tag. The rabies tag must be securely attached to the animal's collar and must be worn at all times. Distemper vaccinations are also required.
9. If you are bitten or scratched, contact the Management or proper medical facility immediately. An animal that has bitten or scratched someone will be examined at a clinic and placed in quarantine at home or at the clinic for a ten-day period. When the owner of an animal that has been involved in a bite/scratch incident is contacted by the management or by clinic personnel, the owner is required to transport the animal expeditiously to the clinic for examination.
10. Animal owners are required to provide adequate food, water, and shelter at all times. Physical abuse of animals is prohibited. Management may apprehend any animal that is suspected of being neglected or abused. Suspected cases of neglect/abuse should be reported to the Management.

The commercial breeding of pets and kennel type operations are prohibited.

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ENERGY MANAGEMENT

Energy conservation is strongly encouraged. Each resident is responsible for practicing conservation and avoiding waste. The biggest energy users are (1) water heating, (2) appliances, and (3) lighting. We ask that you adhere to the following guidelines (without sacrificing comfort):

Heating: Set thermostats at **60-65 degrees at night and 65-70 degrees** during the day. If your unit will be vacant for an extended period of time, turn thermostats back to the lowest setting (but not lower than 50 degrees) to prevent water lines from freezing. You should inform the Management office of your extended absence so that the unit can be checked if necessary.

- a. Windows and entry doors should be closed when the furnace is in operation. Never open a window in the room where the thermostat is located. Ensure outside doors are left open no longer than is necessary.
 - b. Storm windows and doors will be in place during heating season.
 - c. Report broken windows to Management immediately so that repairs can be made.
 - d. Keep blinds open during daylight hours. The sun will provide light and warmth. Close blinds at night to minimize drafts.
 - e. Close off unused rooms.
 - f. Supply registers and re-circulating grills should not be covered or circulation of air will be inadequate. Keep register and grill faces clean and dust/lint free.
 - g. Keep garage doors closed.
 - h. Report missing or dirty filters to Management immediately so that a replacement filter can be installed.
2. **Water:** Water is a limited and expensive resource. We ask that you adhere to the following recommendations:
- a. When possible, take short showers instead of baths. Your unit will have low-flow showerheads that use considerably less water per minute.
 - b. Use water sparingly when brushing your teeth, washing your dishes, or shaving.
 - c. Report leaking plumbing fixtures such as toilets, faucets, and water heaters immediately to the Management office so that repairs can be made. Your faucets will be equipped with aerators, and your toilets will be low volume.
 - e. Use cold water instead of hot water whenever possible.
3. **Water Heaters:** Temperature settings should not exceed 120 degrees. When absent for extended periods, set the controls to *vacation* or the lowest possible setting.

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4. **Refrigerators:** If your refrigerator or freezer becomes inoperable or if the electricity is interrupted, you should remove perishable items and place them in an ice chest, etc., to prevent spoilage. Management is not responsible for spoilage that could have been prevented.

6. **Lighting:** Electric lights and appliances should be turned off when not needed:
 - a. Turn off televisions, stereos, radios, lights, and appliances when they are not needed or being used.
 - b. Turn off lights in unoccupied areas during daylight hours.
 - c. Match lighting levels to the intended purpose of use. Use high wattage bulbs only where people read or do close work. Keep lights and fixtures clean.

7. **Cooking:**
 - a. Use lowest possible cooking temperature. Do not preheat the oven. Remember to thaw meats before cooking.
 - b. Use pans of the correct size, and use tight-fitting covers on pots and pans.
 - c. Use smaller appliances instead of the oven whenever possible. Use pressure cookers for fast cooking.
 - d. Remember to shut off the exhaust fan when not cooking.

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6. **Portable Heaters:** Open coil heaters are prohibited. Do not place portable heaters near combustible or flammable type materials. Make certain that exits are not blocked with portable heaters.
7. **Smoking:** Never smoke in bed. Use safety matches or a cigarette lighter and keep them out of the sight and reach of small children. Empty ashtrays in a noncombustible container and discard in the outdoor trash container after ashes are cold.
8. **Power Tools:** Lawn mowers, edgers, etc, should **not** be refueled while the motor is running. Equipment should have sufficient time to cool down before refueling. Store power lawn mowers, motorbikes, etc., in a well-ventilated place.
9. **Christmas Trees:** Put cut (organic) trees in a safe area of the room, away from any source of heat. Keep the tree in a container of water, sand, or moist earth and remove it as soon as possible after the holidays. Be sure artificial trees are fire resistant.
10. **Natural Gas:** Furnaces, hot water heaters, and ranges are operated by natural gas. If you detect an odor from any of these sources, contact Management immediately. Improper installation or venting of appliances can result in the production of **carbon monoxide**, a deadly by-product of burning natural gas. Management will test each unit for carbon monoxide on an annual basis.
11. **Smoke Detectors:** A smoke detector will, in most cases, provide sufficient warning of fire to allow occupants to exit the building. However, you should periodically check the detector to ensure that it is operating properly and, if not, you must notify Management immediately. Smoke detectors that have been disarmed will subject you to a Lease violation notice.
12. **Extension Cords:** Eliminate extension cords whenever possible. An extension cord should never exceed ten feet in length, must be free of breaks and splices, and should not be secured by nails, staples, or run through walls, windows, doorways, or under rugs or pads. An extension cord must never be smaller in wire gauge than the appliance cord it is serving, and should never service more than one fixture or appliance.
13. **Surge Protectors:** The Management will not assume any responsibility for damage to appliances or equipment due to low voltage or power fluctuations. Residents are advised to use surge protectors to protect electronic equipment from damage caused by minor voltage fluctuations.

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14. **Firearms/Fireworks:** Personnel residing in Kirtland Family Housing may keep privately owned firearms and ammunition in their homes. Individuals should not carry concealed weapons, firearms, or ammunition and will not take them into public places. All weapons must be registered with the Base Provost Marshal. The tenant must submit proof of registration to the Management Office.
15. **Motorcycles, etc.:** Do not store any petroleum fueled vehicle or equipment inside your unit or on the patio (if applicable)

ENVIRONMENTAL COMPLIANCE AND MANAGEMENT

Protection of our environment is an essential goal. The following procedures will, if practiced by all residents, contribute to the attainment of this goal:

- 1 **Litter Control:** Although Management will police grounds on a regular basis, it is incumbent upon each family member to dispose of trash and other unwanted items appropriately in the garbage cans provided. Individual family members should make certain that trash and debris that has blown into your yards are also properly disposed of. Individuals who do not maintain the areas immediately surrounding his/her individual unit will be issued a Lease violation notice.
2. **Reduce, Reuse, Recycle:** Rubbish, trash, garbage, solid waste. These are all terms for waste that is discarded from home, offices, schools, and other locations every day. There are many things you can do to help eliminate the amount of garbage you create:
- 3 **Recycle or reprocess wastes into new materials.** Recycling is really a two-part process. There is not only the effort of turning in materials to be recycled but the actual marketing and purchasing of items made from recycled products. Contact the Management Office at 385-4835 for information relative to our recycling program.

Petroleum Oil Lubricants (POL) Disposal: Did you know that one quart of motor oil, when completely dispersed, can contaminate as much as two million gallons of drinking water? Oil disposed of on the ground can be toxic to plants and animals. Anti-freeze is extremely toxic to pets and wildlife and should never be disposed of on land or water.

POL will not be disposed of in trash containers, sinks, storm drains or on the ground. Do-it-yourselfers should collect used motor oil and take it to a local service station or center that recycles it.

No POL of any kind will be changed in any POV component within the housing area.

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Anti-freeze will be disposed of properly, not flushed down the toilet. Do not dump down the sink, tub or storm drain because of the potential for contaminating food and drinking water.

Report spills to the Management Office.

4. **Personally Owned Vehicle (POV) Washing:** POV washing is permitted within the family housing areas.
5. **Non-Toxic Alternatives:** Many toxic and hazardous chemicals are used in homes throughout the United States for various household chores and pest control. We encourage family housing residents to read the labels on cleaning solutions, paints, and other household items so that you know what types of chemicals you are purchasing and how to dispose of any excess material.
6. **Pest Control Service:** Management will treat each unit at least twice a year, at turnover, or as infestation problems are evidenced in an effort to control cockroaches, clover mites, ants, earwigs, pill bugs, wasps, flies, ticks, fleas, silverfish, centipedes, spiders, termites, carpenter ants and bees, mice, and other such pests. However, it is the responsibility of each resident to minimize potential problems by engaging in proper housekeeping habits. Pest control schedules will be published and distributed to each resident. Additionally, Management will provide for the following:

Control of Pests Around the Outside of buildings including those in trees, turf, and shrubs.

Other Pests: Problems involving wasps, bees, hornets, bats, houseflies, mosquitoes, snakes, black widow spiders, rodents (other than mice), ticks, lice, fleas, birds, wood destroying pests, and pests of stored food products should be reported to the Management.

Domestic Animals: Stray dogs and cats should be reported to the Management office.

Weeds in Lawn: Weed control in lawns is the responsibility of Management

Residents are expected to:

Maintain their units in a manner that will deny access, harborage, and sustenance to pests.

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Ensure that windows and doors are screened and fit properly and to notify Management when deficiencies are evidenced.

Ensure that holes or cracks that permit access are promptly reported and repaired.

Ensure that excessive clutter such as debris, weeds, dead leaves, pet droppings, trash, etc., is regularly removed.

Store food, especially starchy or fatty foods and pet foods, in pest proof containers.

Promptly clean up spilled food, crumbs, drink, or pet droppings.

Clean kitchens after each meal, especially in areas where grease accumulates (drains, vents, ovens, and stoves).

- Wash and submerge dirty dishes in soapy water before retiring for the evening.

Empty garbage and cat litter box regularly.

Prevent unnecessary accumulation of soiled clothing, rags, corrugated paper boxes, newspaper, empty cans, empty bottles, and paper grocery bags in kitchen, baths, and laundry rooms.

- Have leaks and dripping faucets repaired promptly.
- Wipe or mop dry kitchen and bathroom surfaces before retiring.
- Keep all pesticides out of the reach of children.
- Cooperate fully with pest controllers in scheduling of treatments and preparation of areas to be treated.

Make a sincere effort to control minor infestations of nuisance pests before seeking Management assistance.

Refrain from using electronic “Bug Lights” (these are not authorized and are largely ineffective against harmful insects).

In addition to the regular service, all units will be inspected and treated on a change-of-occupancy.

7. **Wildlife/Nuisance Animals:** The units at Kirtland are situated among natural areas. Wildlife visitors are a common occurrence; enjoy them. Do not attempt to control birds nesting on or visiting your area or building. With few exceptions, birds are protected by State, Federal or International laws. Unauthorized destruction of birds or their nests could result in fines or other legal action. Notify Management if birds become a problem.

8. **Off-Road Vehicles:** Do not drive vehicles off of established roads within the Housing community:

- a. Thousands of dollars are spent each year on planting and maintaining grass, trees, and shrubs. Vegetation is particularly susceptible to damage when the ground is wet. Vehicles rip out the grass leaving unsightly ruts. Natural salts then creep into these damaged areas making it difficult for new vegetation to

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grow. Even if grass is sown it takes 2-3 years for a new planting to become established.

- b. Trees are precious and important for many reasons. Trees provide oxygen and absorb many pollutants. They can reduce cooling costs in the summer and heating costs in the winter because of the shade and wind protection they provide. Trees are important for wildlife, and they are things of natural beauty. Not only should you avoid running over trees, but driving close to them compacts the soil and thereby limits the amount of air that can get to the roots causing what little water we have to run off. Additionally, keep children from climbing on especially small or newly planted trees; the child's weight can break off branches or small trees.
- c. The loss of vegetation is not only unsightly, but it also contributes to wind and water erosion of soil. This puts dust in the air (and into your home) and dirt into storm drains (clogging them and preventing water from being carried away during times of rain or snow).

9. Lawn Care and Maintenance: Management will perform lawn mowing, edging, trimming, and fertilizing (enclosed yards excluded).

- a. **Pruning and Dead Tree/Shrub Removal.** Tree and shrub pruning for housing areas is provided by the Management, enclosed yards excluded.
- b. **Fertilizing.** Fertilizing is applied by Management, enclosed yards excluded.
- c. **Weed Control.** Weed control is performed by Management, enclosed yards excluded.

I hereby acknowledge receipt of these Rules and Regulations. I have read, understand, and agree to abide by them.

Resident or Residents

Address

Date

**Kirtland Family Housing
Rules and Regulations**

I hereby acknowledge receipt of these Rules and Regulations. I have read, understand, and agree to abide by them.

Resident or Residents

Address

Date
